INSTRUCTIONS FOR THE BINGO PAYOUTS WORKSHEET

The purpose of this worksheet is to assist your organization in creating a complete record of bingo payouts.

Line	Instruction
1	Complete all information in this section.
2	List each game played. Record the amount of the cash payout expected based on your organization's program in the expected payout column and complete the actual cash payout column. If your organization awards pulltabs as prizes for a bingo game, record the number awarded in the pulltabs as payouts column, and the amount for which you would have sold them in the cash payout column. Some organizations pay large prizes by check rather than cash. If your organization paid any prizes by check, note this in the far right column by writing "yes".
3	Record free packs awarded at this session, whether played at this session or not, on this line in the merchandise prize columns. **Do not record free packs redeemed at this session that were previously awarded as door prizes or for any other purpose.** The fair market value is the amount that the pack would have cost if the player had to pay for it. The amount paid can be recorded as zero if the free play is paper or hard cards because the actual amount is minimal. If the free play is an electronic bingo device the amount paid should be recorded as the amount you pay your distributor for the device awarded.
4	List door prizes so that the prize awarded each winner is shown. For example, if your organization awards $50 cash as a door prize, $10 each to five winners, record $50 in the cash payout columns and note in the name of game column $10 each to 5 winners. If you award pulltabs as door prizes record as stated for cash to ensure that the number of winners and the amount each won is shown; and record the number of pulltabs in the pulltabs as prizes column and cash payout columns. If you award future free plays as door prizes, record the name of the prize, its value, and the number of winners in the name of game column and record the amounts in the appropriate columns as discussed for line 3.
5	If a player wins the progressive prize this session, record it as appropriate. If there is no winner, record "0" in the cash payout column. If no progressive game indicate NONE.
6	Record total cash payouts in the cash column. This amount will be recorded on the cash payout line in Attachment D to the Quarterly Report.
7	Record total pulltabs awarded as bingo prizes, including as door prizes, in the pulltab column. This is a memorandum entry and is not recorded on Attachment D because it is already included in the cash payout column.
8	Record the total of the fair market value of merchandise prizes awarded in the appropriate column. If your organization purchased these prizes, the amount paid will normally be the fair market value. If the prize was donated your organization will have to determine a fair market value. This amount will be recorded on the non-cash payout line in Attachment D to the Quarterly Report.
9	Record the total amount your organization paid for merchandise prizes in the appropriate column. The total of these amounts for every session in the quarter will be included in the purchased prizes column in PART 1, line 1 on the face of your quarterly report and will be a part of the purchased prizes line on the face of your quarterly report (PART 2, line 16).
10	This section tabulates bingo payouts for comparison to the $5,000 single session limit. Record data from the cash and Fair Market Value Payout sections in the appropriate boxes. Add these numbers and record the total.
11	This area of the worksheet establishes accountability for the information. The same chairperson as identified at the top of the worksheet should sign it in this area. The date should match the date of the session in Section 1.